



SUPERVISORY OUTREACH PROGRAM

U.S. ARMY ACQUISITION SUPPORT CENTER

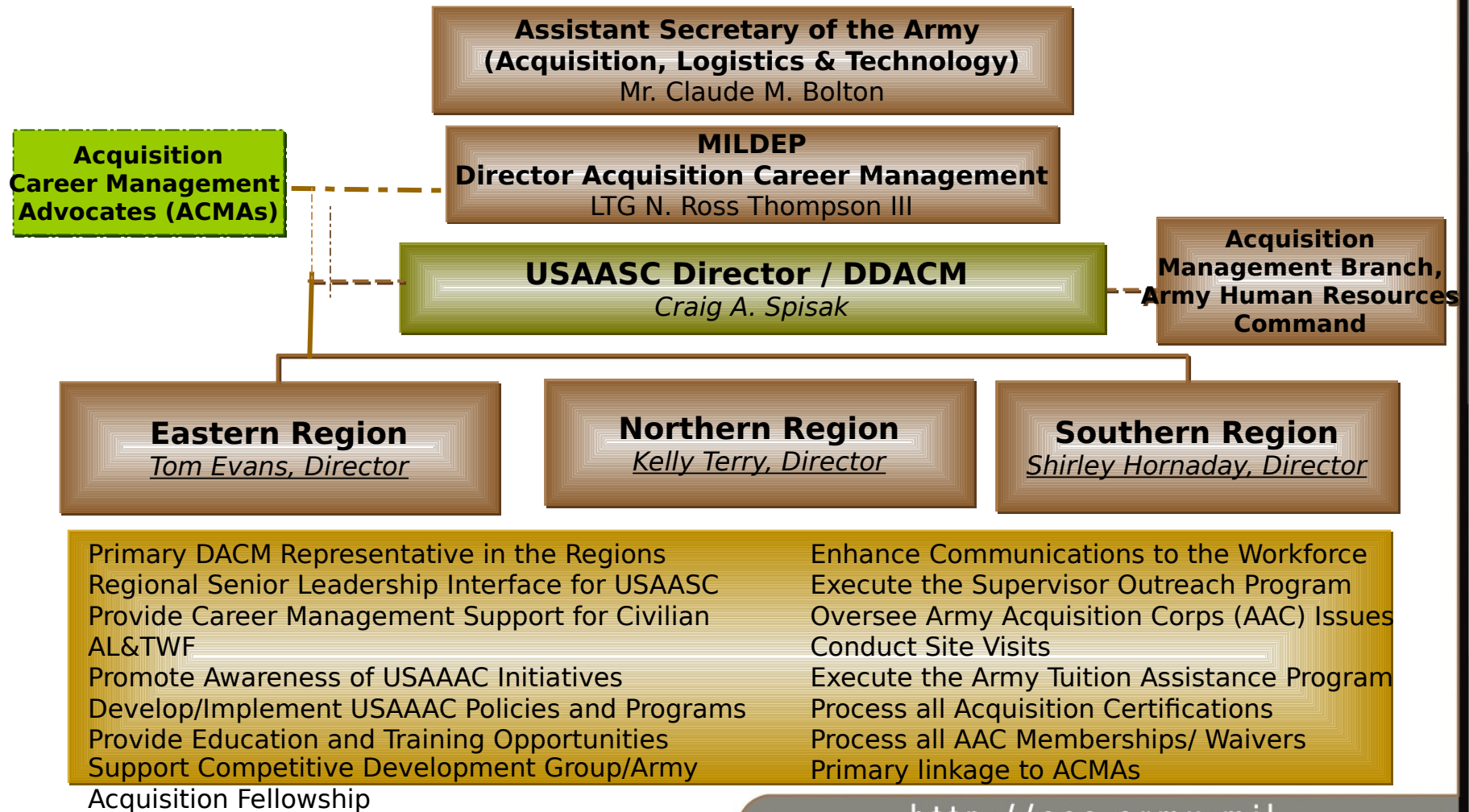
DISCUSSION TOPICS

- Regional Customer Support Office
- Supervisor and employee responsibilities
- Acquisition career management

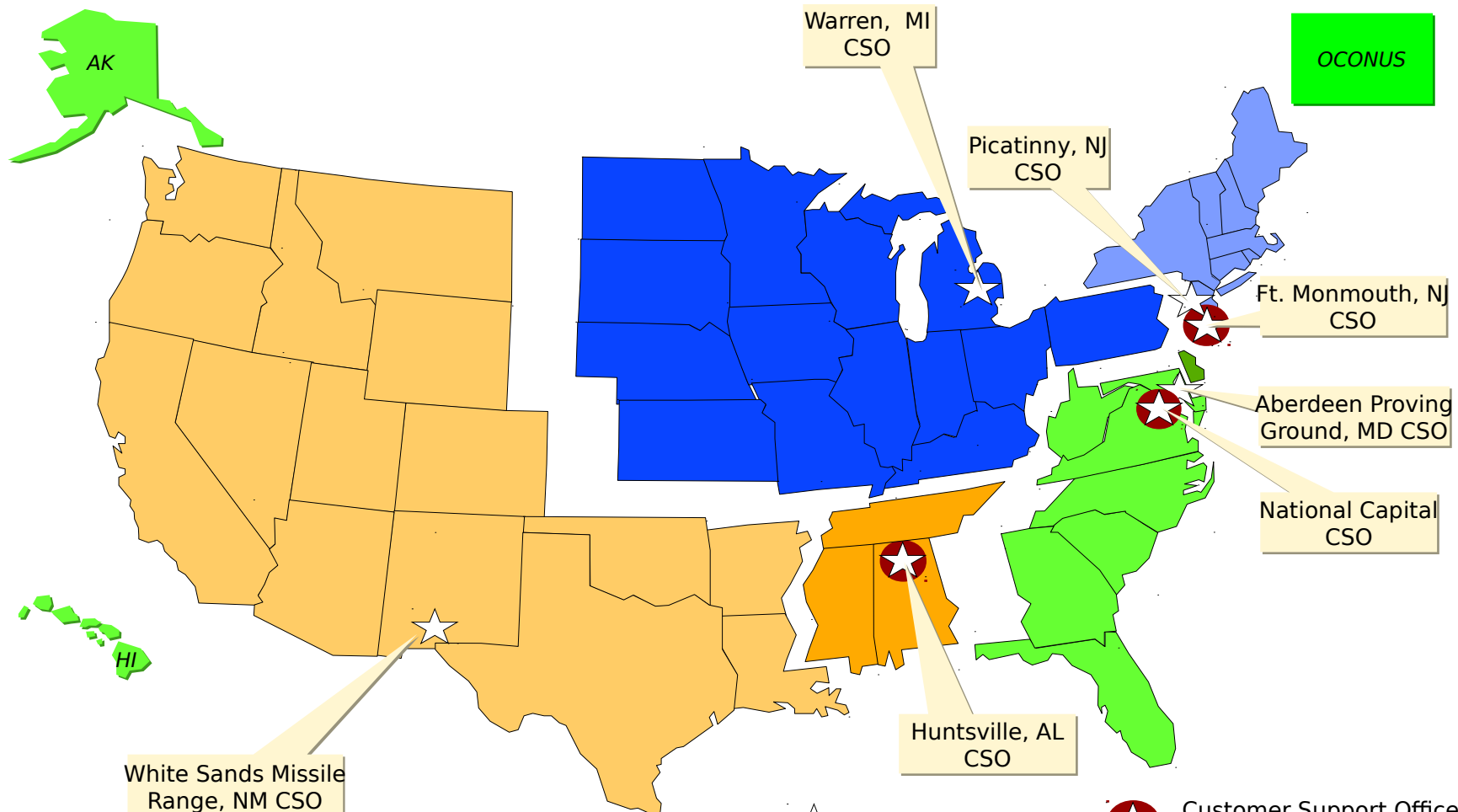
SUPERVISORY OUTREACH PROGRAM - PURPOSE

- **Change ACM's focus from individual workforce member to the rating supervisor**
- **Build a stronger link between the ACM and the supervisor**
- **Identify an organization's Organizational Acquisition Point of Contact (OAP) and Acquisition Career Management Advocate (ACMA)**
- **Provide information and resources to supervisors to assist in managing your workforce**
- **To distribute a Supervisor Quick Reference Guide**

REGIONAL CUSTOMER SUPPORT OFFICE



USAASC REGIONS Effective 25 Jul 2006



★ Customer Support Office
★ Customer Support Office With Regional Director

<http://asc.army.mil>

EASTERN REGION POCs

DIRECTOR

Mr. Tom Evans

(703) 805-1526; DSN 655-1526

E-mail:

Thomas.Evans1@us.army.mil

ACQUISITION CAREER MANAGERS

TEAM 1

(ASC (PEO Soldier/PEO STRI), ATEC, COE, MEDCOM)

Ms. Tammy Hughes, ACM

(703) 805-9432; DSN 655-9432

E-mail:

Tammy.Hughes@us.army.mil

Mr. Roosevelt Ingram, ACM

(703) 805-9434; DSN 655-9434

E-mail:

Roosevelt.Ingram@us.army.mil

TEAM 2

(ACA, AMCHQ, AMCOM, AMCSTAFFSPTACTS, AMCTNGACTS, ARL, ASC (Except PEO Soldier/STRI), ATCOM, CECOM, CIC, CSA, FOAARSTAFFOA22, FOASECARMY, FORSCOM, INSCOM, JOINTSECARMY, JT ACTVTY, JT SOC, MATACQACT, MATACQPMS, MATREADACT, MDW, MEPCOM, NGB, OSA, OSC, RDECOM, SBCCOM, SDDC, SECASSTCOM, SMDC, SOCOM, SOUTHERN CMD, STAFFCOS, TACOM, TRADOC, USA HRC, USAIMA, USARC, USARPAC, USASOC)

Mr. Scott Greene, ACM

(703) 805-9433; DSN 655-9433

E-mail: **Scott.Greene4@us.army.mil**

Ms. Eileen Reichler, ACM

(703) 805-9430; DSN 655-9430

E-mail: **Eileen.Reichler@us.army.mil**

Ms. Chong Kilroy, ACM

(703) 805-9435; DSN 655-9435

E-mail: **Chong.Kilroy@us.army.mil**

<http://asc.army.mil>

RATING SUPERVISOR RESPONSIBILITIES

- **Inform employee of the Acquisition Position Code and related certification standards**
- **Assess employees' strengths and developmental needs**
- **Develop and execute IDPs in partnership with employees**
- **Ensure employees meet position certification and continuous learning mandate**
- **Approve Continuous Learning Points (CLPs) for completed training**
- **Provide quality evaluations**
- **Develop and mentor employees for future leadership positions.**
- **Identify organization point of contact (OAP)**

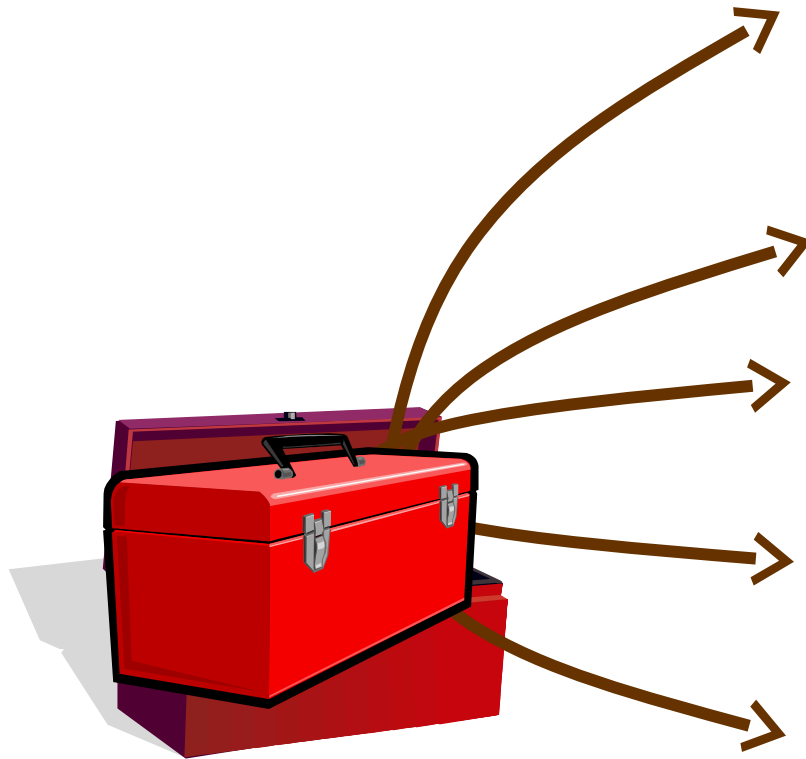
The Growth and Development of People
is the Highest Calling of Leadership

AL&T WORKFORCE MEMBER RESPONSIBILITIES

- **Know and meet the acquisition position category (APC) and certification requirements**
- **Prepare and maintain an ACRB**
- **Develop and execute IDP in partnership with supervisor**
- **Meet Continuous Learning Policy mandate**
- **Commence career broadening activities**
- **Understand AAC membership requirements - apply when eligible**
- **Obtain an assessment of strengths and developmental needs**
- **Seek out mentor(s)**
- **Develop leadership skills and apply for future leadership positions**
- **Be aware of what opportunities the AL&T Workforce can provide**

Employee Is Ultimately Responsible for Their Career!!

ACQUISITION CAREER MANAGEMENT TOOLKIT



Regional Customer Support Offices

- Regional Directors
- Regional ACMs
- Acquisition Career Management Advocates

Career Management Tools

- Individual Development Plan (IDP)
- Acquisition Career Record Brief (ACRB)
- Senior Rater Potential Evaluation (SRPE)

Career Management Publications

- Army AL&T Magazine
- Career Management Handbook
- AET&E Catalog

Career Development Programs

- AETE/ATAP
- CDG
- Intern Career Programs

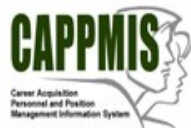
On-Line Department

- Acquisition Support Center Website
- CAPPMIS Website
- Regional Websites
- DAU Website

ONLINE TOOLS

- **CAPPMIS**
- **ACRB**
- **IDP/CLPs**
- **AITAS**

CAPPMIS WEB PAGE



supporting the acquisition workforce



CAREER ACQUISITION PERSONNEL & POSITION MANAGEMENT INFORMATION SYSTEM

Site Notice

SCHEDULED SYSTEM DOWNTIME: In order to respond to DOD mandated requirements, CAPPMIS will be unavailable beginning at approximately 1700 hours (Eastern) on Friday, 30 March 2007 in order to complete system upgrades and maintenance. All efforts will be made to bring the system back online as soon as possible. We anticipate returning to service Sunday, 1 April 2007 on or before 0700 (Eastern).

CAPPMIS Login

User Name:

Password:

CAPPMIS AKO/CAC Login

To login to CAPPMIS with your AKO or CAC Account please click the appropriate button above.

New Users:

News

Effective March 6, 2007: AL&T workforce military and civilian personnel must upload their own achieved certification certificates. To access your certificates in CAPPMIS, click on the "CERTS" tab and then click on the "View Certificates" link. If you should encounter difficulty printing your certificates, please contact us at <https://www.hrc.army.mil/site/protect/active/opfam51/staff.htm>

Effective February 21, 2007: UPDATED Army Certification Policy (some significant changes)

Welcome

This is a Department of Defense (DoD) web site. The security accreditation level of this site is Unclassified FOUO and below. Do not process, store, or transmit information classified above the accreditation level of this system. DoD web sites may be monitored for all lawful purposes, including to ensure their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security.




Type your User Name

Then Type your Password


Then press Login

If this is your first time logging in, click here to Create a New Account.

Click here if you forgot your User Name/Password.



supporting the acquisition workforce



HOMEIDPACRB SRPE AAPDS Logout

EDIT PROFILE

Profile

Name: AA BLANK 4
Position Title: COMPUTER SPECIALIST
Organization: ASC FORT BELVOIR
Email: SCOTT.GREENE4@US.
Date of Birth: 12/30/1977


News

- Click on Edit Profile to change your email address, password, security question, security hint, and security answer.
- Please see your Acquisition Career Manager (ACM) for other changes to your profile.
- Your last login was on 05/16/2006
- Your password expires on 10/13/2006


Welcome

This is the CAPPMIS home screen. You may a icking on the tabs.

[Blank ACRB](#) [ACRB Instructions](#) [Acquisition Support Center](#) [AITAS](#) [MAPL](#)



| | | | | |
|----------------------|------------------------|----------------------|---------------|-----------------|
| Security/ Privacy | System Requirements | DOD Computer User | Text Links | CAPPMIS Help |
|----------------------|------------------------|----------------------|---------------|-----------------|



**CAPPMIS
Options
Useful
Links**

CAPPMIS HOME PAGE

ACRB

- **Snapshot of your acquisition history**
- **Changed via the individual, ACM, DCPDS, and MYPAY (ACRB Instructions!)**
- **Data accuracy is IMPORTANT - used for:**
 - **Certification**
 - **AAC Accession**
 - **DAU Training**
 - **Reports to Congress**
 - **Verifying Corps Status**

HOW TO EDIT YOUR ACRB

HOME IDP **ACRB** **ACRB INSTRUCTIONS** **ACRB VIDEO TUTORIAL**

ACRB Navigation

ACRB - Full View

Go

■ Depicts an editable section

For update instructions access the WEB at https://rda.altess.army.mil/cappmis

| SECTION I - CURRENT POSITION DATA | | SECTION II - SECURITY | | SECTION III - ACQ CORPS DATA | | | SECTION IV - PERSONAL | | |
|---|------------------------|-----------------------|---|------------------------------|-------------------------------------|------------------------------|-----------------------|-------|--|
| TITLE COMPUTER SPECIALIST | CLEARANCE TYPE | SVC COMP D | WORKFORCE STATUS Acq Workforce | AAC ACCESSION DATE | | ARMY CIVILIAN | | | |
| CATEGORY INFORMATION TECHNOLOGY | INVESTIGATION TYPE | CDG GRAD YEAR No | AAC CAREER FIELD INFORMATION TECH | MONTHS OF ACQ EXP 16 | | MAILING ADDRESS | | | |
| AAC CERT LEVEL REQ Level I (Basic) Certification | DATE INVESTIGATED | CAP No | AAC CERT LEV REQ Level I (Basic) Certification | AAC RESERVE STATUS | | CITY | | STATE | |
| COMMAND Acquisition Support Command | SECTION V - PREFERENCE | | DATE ENTERED PRESENT POSITION 01/20/2005 | | 5-YR REVIEW DATE | | ZIP | | |
| PERSONNEL OFFICE | GEOGRAPHICAL | | SECTION VII - EDUCATION | | | WORK PHONE (703) 000-0000 | | | |
| ACQ POSITION TYPE Acquisition Position, not a CAP, non-developmental | FUNCTIONAL | | DEGREE | | | FAX | | | |
| SECTION VI - ACQ LEADER TRAINING | | DISCIPLINE | | | HOME PHONE | | | | |
| COURSE | DATE | INSTITUTION | | | E-MAIL SCOTT.GREENE4@US.ARMY.MIL | | | | |
| | | DISCIPLINE | | | SECTION X - CERTIFICATIONS/LICENSES | | | | |
| | | INSTITUTION | | | CAREER FIELD | | | | |
| | | DISCIPLINE | | | CAREER LEVEL | | | | |
| | | INSTITUTION | | | PROFESSIONAL LICENSE | | | | |
| | | DISCIPLINE | | | CONTINUOUS LEARNING | | | | |
| | | HIGHEST D | | | END DATE: 09/30/2006 | | | | |
| | | N/A | | | POINT | | | | |
| ENT HISTORY | | | | | | | | | |

Sections in Orange are fields that the Individuals can edit some/all of their own information

ID

P

- **Five year plan**
- **Required for each AL&T WF member**
- **Automated process**
- **Two modules**
 - **Individual module**
 - **Supervisor module**
- **Agreement between individual and supervisor**

Individual Development Plan / Continuous Learning

| POSITION INFORMATION | | | |
|---|---|--|---|
| This position data reflects what is on your ACRB/ORB. | | | |
| Name | AA BLANK | | |
| Title | | | |
| Pay Plan / Grade-Rank | | | |
| Series / AOC | | | |
| Command | | | |
| Personnel Office | | | |
| Organization | | | |
| Acquisition Position Number | | | |
| Supervisor Name | OOCCHART CELESTE K | | |
| E-Mail Address: | mini.jones@saft.army.mil | <input type="button" value="Change E-MAIL Address"/> | |
| CURRENT POSITION / CERTIFICATION REQUIREMENT | | | |
| Current Career Field | | | |
| Cert Level Required | | | |
| CERTIFICATIONS ACHIEVED | | | |
| Career Field Code | Career Field | Cert Level | Cert Date |
| C | Contracting | 2 | 01/01/2002 |
| CONTINUOUS LEARNING | | | <input type="button" value="Policy"/> |
| Continuous Learning Cycle | | Total CL Points | Grace Period |
| Start Date: 01/01/2001 | | End Date: 06/01/2003 | 182 |
| | | | No |
| SUPERVISOR REVIEW STATUS | | SUPERVISORY REVIEW REQUIRED | |
| <input type="button" value="FAQs"/> | <input type="button" value="HELP"/> | <input type="button" value="INSTRUCTIONS"/> | <input type="button" value="FEEDBACK"/> |
| DEVELOPMENTAL OBJECTIVES | | | |
| <input type="button" value="OBJECTIVES"/> | | | |
| EDUCATIONAL/ACADEMIC | | | |
| <input type="button" value="AETE Programs"/> | <input type="button" value="College Degree"/> | <input type="button" value="College Courses"/> | |
| TRAINING | | | |
| <input type="button" value="DAU"/> | <input type="button" value="Functional/Technical"/> | <input type="button" value="Leadership"/> | <input type="button" value="Other Training"/> |
| EXPERIENTIAL/DEVELOPMENTAL | | | |
| <input type="button" value="Experiential/Developmental"/> | | | |
| PROFESSIONAL ACTIVITIES | | | |
| <input type="button" value="Professional Activities"/> | | | |
| TRAINING SOURCES | | | |
| <input type="button" value="Links to Other Education/Training/Experience Sources"/> | | | |
| IDP SUMMARY | | | |
| <input type="button" value="View Continuous Learning Summary"/> | | | |
| <input type="button" value="View All Completed Items"/> | | | |
| VIEW/SUBMIT IDP | | | |
| <input type="button" value="View / Print IDP"/> | | | |
| <input type="button" value="Submit IDP for Supervisor Approval"/> | | | |
| <input type="button" value="Your Acquisition Career Manager"/> | | | |
| <input type="button" value="Close Browser ... Done with IDP"/> | | | |

IDP SUPERVISOR LOG-IN PAGE

Career Acquisition Personnel & Professional Management Information System

Return to
CAPP MIS

Logout



INDIVIDUAL DEVELOPMENT PLAN / CONTINUOUS LEARNING



Use of this DoD Computer System, Authorized or Unauthorized, Constitutes Consent to Monitoring of this System. Unauthorized Use May Subject you to Criminal Prosecution. Evidence of Unauthorized Use Collected During Monitoring May be Used for Administrative, Criminal, or Other Adverse Action. Use of this System Constitutes Consent to Monitoring for These Purposes.

Continue to Main IDP/CL Modules

Individual Module

Supervisor Module

SYSTEM REQUIREMENTS: This software was designed for the Microsoft Internet Explorer 4.x browser. It is also compatible with Netscape 4.x and higher, but may require the installation of "Plug-ins" to make certain features available. Whatever browser you are using must enable the use of "Cookies" and be capable of 128 bit encryption as this system uses a secure website.

Click on "Supervisor
Module" to access
your Supervisory IDP



CAPPMIS

IDP / Continuous Learning



You are not currently registered as a IDP Supervisor in the CAPPMIS system.

If you serve as a Supervisor to Acquisition Workforce Personnel,
click "Create Profile" to be added to the Supervisor list and
continue on to the Supervisor Module.

Otherwise, please click "Return to Login" button below.

Return to Login

Create Profile

If you are not currently
listed as a Supervisor in
CAPPMIS, this screen will
appear; click on "Create
Profile"

Career Acquisition & Personnel Management Information System

Return to
CAPPMIS

Logout

Supervisors, please read the Supervisory IDP Instructions below; after you have read them, click on "Continue to IDP"

PPT Slide Show)

[Points of Contact](#)

Continue to IDP

IDP Instructions

The supervisory module of the Individual Development Plan / Continuous Learning (IDP/CL) is a mechanism for the supervisors to review and approve their subordinates' 5 year training/education plan and award Continuous Learning points if applicable. Supervisors have REVIEW/APPROVE access to their employees' IDPs at all times. Click on "Help" buttons, located on each screen to display detailed information of the screen.

STEP ONE: [Verify "IDP Supervisor Information".](#)

PLEASE NOTE: The data displayed for "Position Information" is extracted from your Acquisition Career Record Brief (ACRB) for civilians or Officer Record Brief (ORB).

- Army Acquisition Corps (AAC) Officers should ensure your ORB is current or contact your Personnel Service Center (PAC) for updates. Please allow 6-8 weeks for the automatic data refresh from ORB to CAPPMIS IDP/CL.
- For Army Civilians, this section reflects the information on your ACRB. If you need more information, please review the [detailed ACRB update instructions](#). For further guidance, please contact your [Acquisition Career Manager](#)

PLEASE NOTE: If you are a non-acquisition workforce personnel, utilizing IDP/CL only as a supervisor of the acquisition workforce members, please submit your update request through the IDP Feedback, Section 3, available from the IDP/CL main screen

- **NAME:** Name
- **POSITION TITLE:** Position Title
- **SERIES/AOC:** Occupational Series or Area of Concentration

HOW TO ADD A NEW EMPLOYEE

Career Acquisition Personnel & Position Management Information System

Return to CAPPMIS

Logout

[Read Me First](#)

IDP SUPERVISOR INFORMATION

[FEEDBACK](#)

[HELP](#)

If you need to add a new employee, click on "Add Employee" and type in SSN

| |
|--|
| Specialist |
| |
| |
| Support Command |
| FOIR |
| E-Mail Address SCOTT.GREENE4@US.ARMY.MIL |

Add Employee

Delete Employee

View / Download All Employees

| Name | Planned Events | Last IDP Submit | Last IDP Review | Completed Events | CL Cycle Start | CL Cycle End | Prorated CL Points | Total CL Points | SRPE | ACRB |
|------|----------------|-----------------|-----------------|------------------|----------------|--------------|--------------------|-----------------|------|------|
|------|----------------|-----------------|-----------------|------------------|----------------|--------------|--------------------|-----------------|------|------|

Total number of Subordinates: 0

APPROVING PLANNED COURSES

Career Acquisition Personnel & Professional Management Information System

[Return to CAPPMIS](#)

[Logout](#)

[Read Me First](#)

IDP SUPERVISOR INFORMATION

[FEEDBACK](#)

[HELP](#)

| | |
|-----------------------|-----------------------------|
| Name | AA BLANK 4 |
| Title | COMPUTER SPECIALIST |
| Pay Plan / Grade-Rank | GS-12 |
| Series /AOC | 2210 |
| Command | Acquisition Support Command |

DIR

@US.ARMY.MIL

Employee

Click on 'Review' to view your employee's requests for "Planned Events"

Click on 'Review' to award CLPs

| Name | Events | Submit | Review | Completed Events | CL Cycle Start | CL Cycle End | Prorated CL Points | Total CL Points | SRPE | ACRB |
|----------------------------|-------------------------|------------|------------|-------------------------|----------------|--------------|--------------------|-----------------|------------------------------|----------------------|
| AA BLANK 2 | Current | | 04/27/2006 | Current | 10/01/2004 | 09/30/2006 | 0 | 0 | Not Required | View |
| AA BLANK 4 | Review | 05/25/2006 | 05/25/2006 | Review | 10/01/2004 | 09/30/2006 | 0 | 0 | Not Required | View |

Total number of Subordinates: 2

**VIEW YOUR EMPLOYEE'S
ACRBs**

NEW

Career Acquisition Personnel & Position Management Information System

Return to
CAPPMIS

Logout

NEW

[Read Me First](#)

IDP SUPERVISOR INFORMATION

[FEEDBACK](#)

[HELP](#)

| | |
|-----------------------|-----------------------------|
| Name | AA BLANK 4 |
| Title | COMPUTER SPECIALIST |
| Pay Plan / Grade-Rank | GS-12 |
| Series /AOC | 2210 |
| Command | Acquisition Support Command |
| Organization | ASC FORT BELVOIR |
| E-Mail Address | SCOTT.GREENE4@US.ARMY.MIL |

Add Employee

Delete Employee

View / Download All Employees

| Name | Planned Events | Last IDP Submit | Last IDP Review | Total CL Points | SRPE | ACRB |
|----------------------------|----------------|-----------------|-----------------|-----------------|--------------|----------------------|
| AA BLANK 2 | Current | | 04/27/2006 | 0 | Not Required | View |
| AA BLANK 4 | Current | 05/25/2006 | 05/26/2006 | 64 | Not Required | View |

Total number of Subordinates: 2

You may view each of your employee's ACRB by clicking on "View"

HOW TO APPLY FOR DAU COURSES

[HOME](#)[IDP](#)[ACRB](#)[SRPE](#)[AAPDS](#)[Logout](#)[EDIT PROFILE](#)

Profile

Name: AA BLANK 4

Position Title: COMPUTER SPECIALIST

Organization: ASC FORT BELVOIR

Email: SCOTT.GREENE4@US.ARMY.MIL

Date of Birth: 12/30/1977

News

- Click on Edit Profile to change your email address, password, security question, security hint, and security answer.
- Please see your Acquisition Career Manager (ACM) for other changes to your profile.

Welcome

This is the CAPPMIS home screen. You may access any of the above applications by clicking on the links.

[Blank ACRB](#) [ACRB Instructions](#) [Acquisition Support Center](#) [AITAS](#) [MAPL](#)

Click on the "AITAS" link on the CAPPMIS homepage to apply for DAU Courses

[Security/
Privacy](#)[System
Requirements](#)[DOD Computer
User](#)[Text
Links](#)[CAPPMIS
Help](#)

HOW TO APPLY FOR DAU COURSES

Click here to apply for DAU training

Click here to review courses you have applied for

Click here to update your profile

Click here to access FAQ!!!!

ATRRS Internet Train

Main Menu

Student

- Apply for Training
- Apply for Ethics CL
- Review Application(s)
- Cancel Reservation/Wait
- Delete Application
- Search for Continuous Learning Modules
- Ethics Tng for AT&L Wkforce
- Update Profile
- Resend Supervisor Email(s)
- Course Lookup
- Create/Edit Travel Worksheet
- Logoff

Help!

- FAQ
- How To's
- Links
- Pre Course Material
- PMT 352 Overview
- On-Site Information
- Contact Information

Data On Demand

Notice to First Time Users

The ATRRS Internet Training System is a Department of Defense Access Only System. It is not to be used for any other purpose.

submit training applications for will be taken on applications

Warning & Usage Statement

This is a Department of Defense Computer System. This computer system, including all related equipment, networks, and network devices (specifically including Internet access) are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed or sent over this system may be monitored.

Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may

Privacy And Security Notice!

For DAU Continuous Learning Modules - Click Here

Announcements

2 May 2006

[CON Level II Notice](#)

2 May 2006

[PREREQUISITE CHANGE FOR SYS 201B/SYS 301](#)

25 Apr 2006

[REVISED RENTAL CAR POLICY](#)

5 Apr 2006

[ARMY Funding Shortage FY 06](#)

6 Mar 2006

[CLC 106 Update](#)

1 Feb 2005

[Students Who Don't Acknowledge Their Web-Based Courses](#)

CONTINUOUS LEARNING POINTS (CLP)

CONTINUOUS LEARNING POLICY

- **Established by OSD to ensure acquisition professionals develop and stay current in leadership, disciplinary and functional skills**
- **All members are required to earn a minimum of 80 CLPs every two years; goal of 40 CLPs every year**
- **Employee/supervisor responsible for tracking CLPs on IDP**
- **Supervisor awards CLPs**
- **Supervisors play a key role in continuous learning**
- **CLPs can be earned in a variety of ways:**
 - **DAU Courses**
 - **Leadership and development courses**
 - **College courses**
 - **Seminars, conferences, published papers**
 - **Developmental assignments**

http://asc.army.mil/docs/policy/army_cl_proc.doc

Crediting Continuous Learning Points

GUIDELINES FOR CREDITING CONTINUOUS LEARNING ACTIVITIES

ATTACHMENT 1 (CLPs)

| Category | Creditable Activities | Point Credit (See Note 1) |
|--|---|---|
| Training: | | |
| | DAU Certification Courses | 10 Per CEU/See DAU Catalog |
| | DAU Continuing Acquisition Training | 10 Per CEU/See DAU Catalog |
| | DAU Assignment Specific Courses | 10 Per CEU/See DAU Catalog |
| | Other Continuing Acquisition Training | 1 point per 60 minutes instruction |
| | Team Training | 1 point per 60 minutes instruction |
| | Mentor Training | 1 point per 60 minutes instruction |
| | Training with Industry (See Note 2) | 1 point per 60 minutes instruction |
| | Management/Leadership Training | 1 point per 60 minutes instruction |
| | Equivalency Exams | (See Note 3) |
| Education: | | |
| | Quarter Hour | 10 Per Quarter Hour |
| | Semester Hour | 15 Per Semester Hour |
| | AA | 10 (See Note 4) |
| | BS/BA | 20 (See Note 4) |
| | MS/MA | 30 (See Note 4) |
| | PhD | 40 (See Note 4) |
| | Continuing Education Unit (CEU) | 10 Per CEU |
| | Equivalency Exams | (See Note 3) |
| Experience: | | |
| | On-the-Job Experiential Assignments | Maximum 40 points in 2 years |
| | Rotational/Broadening Assignments | Maximum 80 points in 2 years |
| | Experience with Industry (See Note 2) | Maximum 80 points in 2 years |
| | IPT/Special Project Team Member | Maximum 20 points in 2 years |
| | IPT/Special Project Team Leader | Maximum 20 points in 2 years |
| | Mentor | Maximum 10 points in 2 years |
| Professional Activities: | | |
| | Professional Examination, License or Certificate, e.g., CPA, PE | 10 to 30 points (See Note 5) |
| | Active Association Membership | 5 points |
| | Teaching/Lecturing (See Note 6) | 2 points for each hour of presentation; maximum 20 in 2 years |
| | Symposia/Conference Presentations (See Note 6) | 2 points for each hour of presentation; maximum 20 in 2 years |
| | Workshop/Conference Attendance | 1 point per 60 minutes of content; maximum 8 per day |
| | Publications: | (See Notes 6 and 7) |
| | Texts | 25 to 40 |
| | Technical Papers, Monographs, etc. | 10 to 25 |
| | Consulting (See Note 6) | 10 to 25 |
| | Patents | 15 to 40 (See Note 5) |
| NOTES: 1. Minimum requirement is 80 points over two years. Documentation and verification are the responsibility of the employee and supervisor. 2. The Intergovernmental Personnel Act and DoD Directive 1000.17, "Detail of DoD Personnel to Duty Outside the Department of Defense," apply. 3. Equivalency exams taken in lieu of completing a DAU training course, or an academic course, may receive the same number of points that would be awarded for actual completion of the course. 4. Points for degrees may be credited in addition to quarter hour or semester-hour points, but only in the year in which the degree is awarded. 5. A professional license or a patent award may be counted only in the year initially received. 6. See Section V. Paragraphs D and E on pages 7 and 8 of this Policy for compliance requirements. 7. Publications may be credited only in the year published. | | |

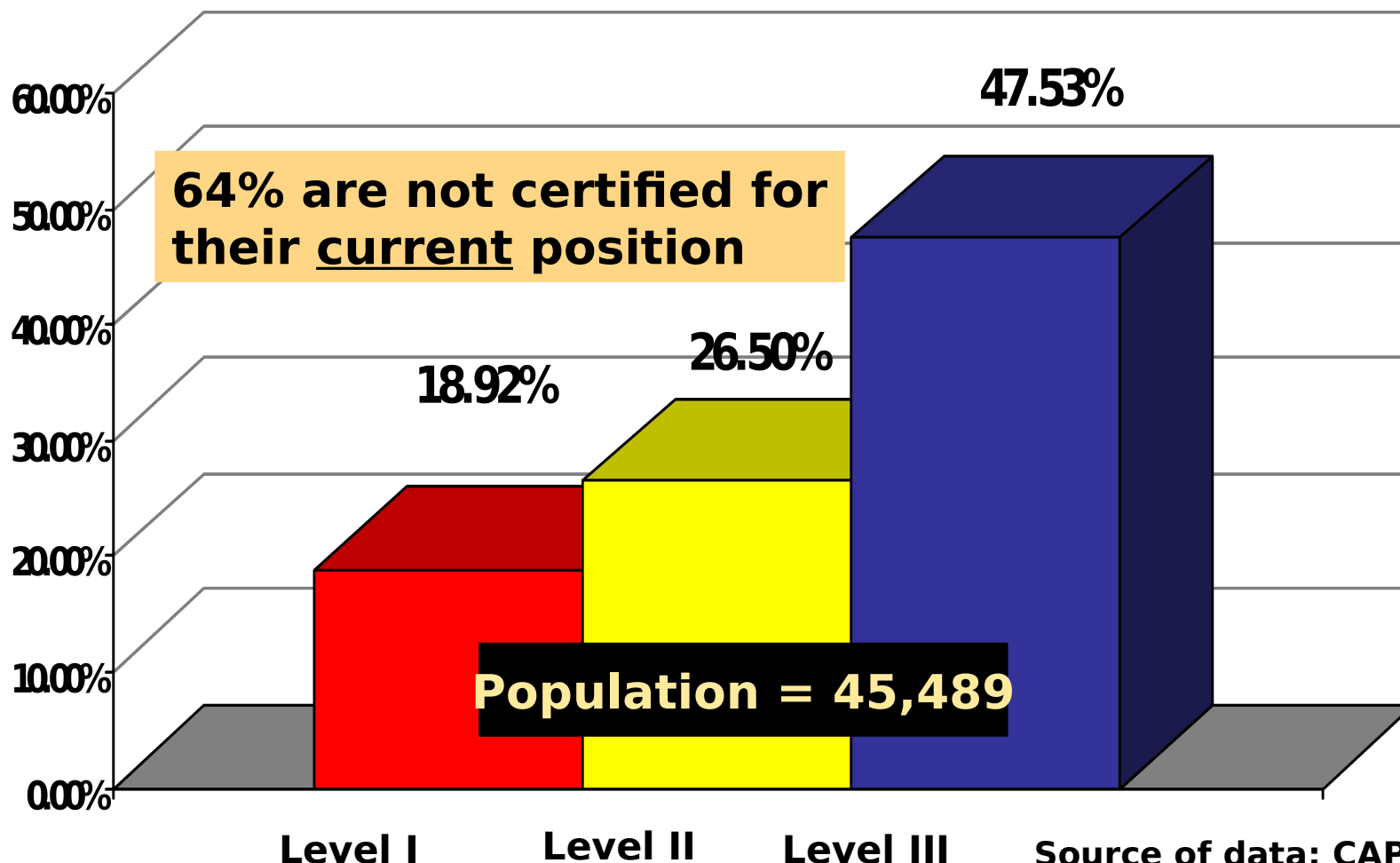
CERTIFICATION

CERTIFICATION

- Training + Education + Experience = Certification
 - Employee must meet position certification within 24 months after being assigned to an acquisition position
 - Requirements found at www.dau.mil, DAU Catalog, Appendix B
 - Certification level guidelines:
 - Level I (Basic Level) – Grades 5-8
 - Level II (Intermediate Level) – Grades 9-12
 - Level III (Senior Level) – Grades 13 and above
- **Note: To change this, process a Request for Personnel Action (RPA) through CPAC**

www.dau.mil (DAU Catalog, Appendix B)

CERTIFICATION STATUS OF ACQUISITION WORKFORCE



Source of data: CAPPMIS Jun

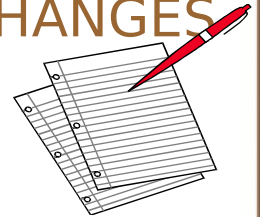
06

<http://asc.army.mil>

NON-COMPLIANCE OF CERTIFICATION REQUIREMENTS

- **Memorandum signed by DACM, 12 Oct 06**
 - **Senior Acquisition leadership wants 100% of the workforce to be certified in accordance with the position requirements**
 - **Education, training, and position certification will be included on all Acquisition Workforce support forms and evaluations**
 - **Establishing metrics to track progress**

INTERIM CERTIFICATION POLICY AND PROCEDURES CHANGES



- **AL&T Workforce members must become certified in their primary career field and level for their current position before requesting certification in another career field.**
- **Up to one year spent pursuing a program of academic training or education in the individual's primary acquisition career field may be counted toward meeting the experience standard for certification. However, it may not be substituted for the first year of acquisition experience.**
- **The same months of experience utilized to obtain certification in one career field, may not be applied to meet the standards of an additional career field.**
- **The system-generated certificate is the document of record for certification for the civilian Army Acquisition and Non-Acquisition Workforce. Non-Army applicant's official document of record will be a non-system generated.**

TRAINING REQUIREMENTS

Three ways to meet the training requirements for certification:

- **Attend DAU training (on-line or class-room)**
- **Complete a Fulfillment Package**
- **Have taken an acceptable equivalent**

DAU FULFILLMENT PROGRAM

❖ **Enables AL&TWF members to receive credit for mandatory**

DAU courses without actually taking the courses

PROCESS

Individual submits Fulfillment Package to ACM

ACM forwards package for approval by Certifying Official

Approved/signed package returned to ACM

Approved/signed package e-mailed to employee

<http://www.dau.mil/workforce/pdf/Fulfillment.pdf>

<http://asc.army.mil>

EQUIVALENCY

- **The Defense Acquisition University (DAU) partners with training providers that offer courses across all career fields involved in defense acquisition**
- **Training providers offer courses that have been certified equivalent to DAU curriculum**
- **Must be exact course within specified dates**
 - **College/University**
 - **DOD School/Federal Agencies**
 - **Contractor**

**Equivalencies are located on the DAU Website at
http://www.dau.mil/catalog/Appendix_C.pdf**

AAC MEMBERSHIP

THE ARMY ACQUISITION CORPS (AAC)

- Subset of the Army Acquisition, Logistics & Technology Workforce
- Civilian (GS-13/Broadband equivalent and above)
- Military personnel (Major and above)
- Mandatory for all GS-14's/Broadband equivalent and above who occupy Critical Acquisition Positions (CAPS) or Key Leadership Positions (KLPs)

There are Several of Ways to Become an AAC Member:

- **Request AAC Membership**
- **Transfer AAC Membership from another DOD Component**

AAC MEMBERSHIP REQUIREMENTS

- **TRAINING:** Certified Level II in any Acquisition Career Field
- **EDUCATION:**
 - A baccalaureate degree and one of the following:
 - 24 semester credit hours in business related disciplines
 - 24 semester credit hours in Career Field AND 12 semester credit hours in business related disciplines
 - Exceptions to education requirement - possess ten years of acquisition experience prior to Oct 1991
- **EXPERIENCE:** Four years of acquisition experience

NOTE: Selectee **MUST** be qualified for AAC Membership at time of selection and be accessed into the AAC prior to official placement into a CAP

AAC Membership applications are located on the ASC homepage at <http://asc.army.mil>

OPPORTUNITIES

ACQUISITION EDUCATION, TRAINING & EXPERIENCE (AETE)

■ Training

- **Defense Acquisition University (DAU)**
- **Darden Executive Education, University of Virginia**
- **Senior Service Program (SSP)**
- **Intermediate Qualification Course (IQC) (University of Texas)**
- **Office of Personnel Management (OPM) Management Development Center**

■ Education

- **Acquisition Tuition Assistance Program (ATAP)**
- **University of Texas Senior Service Fellowship Program**
- **Naval Post Graduate School (NPS)**
- **Industrial College of the Armed Forces (ICAF)**

Announcements will be posted on the ASC Home Page at: <http://asc.army.mil>

ACQUISITION TUITION ASSISTANCE PROGRAM (ATAP)

- **Needs-Based program during off-duty hours**
- **Automated application process - reviewed through a board process**
- **Must meet certification requirement for your position of record (NEW)**
- **Funding limits are in place**
 - **Graduate - \$8,750 yearly, \$1,750 per course (Must meet GS12 Step 1 pay to apply at graduate level)**
 - **Undergraduate - \$6,250 yearly, \$1,250 per course**
 - **\$150 for books per course**
- **Grades will be tracked**
 - **Must be provided within 60 days of course completion or future funding may be withheld**
 - **Graduate - grade of B required**
 - **Undergraduate - grade of C required**
- **Curriculum and funding changes must be coordinated thru ATAP Coordinator**

For additional information on ATAP, please review the policies and procedures located on the ASC homepage at <http://asc.army.mil>

COMPETITIVE DEVELOPMENT GROUP (CDG) ARMY ACQUISITION FELLOWS (AAF)

- **Three year developmental assignment program designed to develop our future acquisition leaders**
- **Selectees will be assigned to centrally funded position on the U.S. Army Acquisition Support Center TDA**
- **During years 2 and 3, participants will be required to apply to the Army's Product/Project Manager Board; failure to apply shall result in removal from the program**
- **Graduation requires successful completion of all mandatory requirements identified in CDG/AAF Handbook**

Additional information on CDG can be found on the ASC homepage at <http://asc.army.mil>

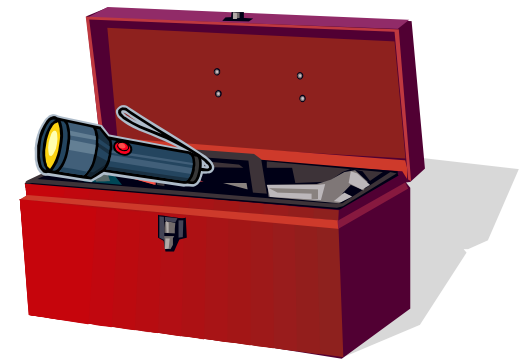
CDGs/AAFs have been promoted

INITIATIVES

Accomplishments

- **ACRB updates by employees**
- **Improved board application process**
- **CAPPMIS Virtual “How to Movies”**
- **ACRB link to OPF (Limited On-going)**

- **Automatic posting CLPs for DAU courses (Deployed)**
- **Update USAASC website (On-going)**



Future

- **Automated certification process (Late Summer 07)**
- **Automated waiver process (On-going)**
- **Automated AAC Membership (FY08)**

USEFUL WEB SITES

 <https://rda.altes.army.mil/cappmis>: CAPP MIS Website (includes ACRB, IDP, AITAS (ATTRS), AAPDS, ASC Home Page)

<http://asc.army.mil>: AAC/ASC Home Page (includes news, publications, career development, workforce, policy, organization, contacts, links)

http://asc.army.mil/organization/eastern/eastern_docs.cfm: **NCR Home Page**

<http://www.dau.mil>: Defense Acquisition University

<https://www.atrrs.army.mil/channels/aitas>: ATRRS

<http://www.dau.mil/workforce/pdf/Fulfillment.pdf>: Course Fulfillment Program

<http://cpol.army.mil>: Civilian Personnel Training

 One-Stop Shop

BACK-UP/ PROCESSES

APPROVING “PLANNED EVENTS”

APPROVING PLANNED COURSES

Career Acquisition Personnel & Professional Management Information System

Return to CAPP MIS

Logout

[Read Me First](#)

IDP SUPERVISOR INFORMATION

[FEEDBACK](#)

[HELP](#)

| | |
|-----------------------|-----------------------------|
| Name | AA BLANK 4 |
| Title | COMPUTER SPECIALIST |
| Pay Plan / Grade-Rank | GS-12 |
| Series /AOC | 2210 |
| Command | Acquisition Support Command |
| Organization | |
| E-Mail Address | |

Add Employee

View / Download All Employees

Click on 'Review' to view your employee's requests for "Planned Events"

| Name | Planned Events | Submit | Review | Events | Start | CL Cycle End | Prorated CL Points | Total CL Points | SRPE | ACRB |
|----------------------------|----------------|------------|------------|---------|------------|--------------|--------------------|-----------------|------------------------------|----------------------|
| AA BLANK 2 | Current | | 04/27/2006 | Current | 10/01/2004 | 09/30/2006 | 0 | 0 | Not Required | View |
| AA BLANK 4 | Review | 05/25/2006 | 05/25/2006 | Review | 10/01/2004 | 09/30/2006 | 0 | 0 | Not Required | View |

Total number of Subordinates: 2

Career Acquisition & Personnel Management Information System

Return to
CAPPMIS

Logout

HELP

Individual Development Plan
Planned Events Information

| Event Name Click Event Name for course details. | Approval Status | IDP Category | Event Start | Event End | Approve Event? |
|--|--------------------|-----------------|----------------|--------------|----------------------------|
| 1 ACQ 101-FUND SYS ACQ MGT | NEW | TRAINING | 06/10/2006 | 07/10/2006 | 2 <input type="checkbox"/> |
| IRM 101- BASIC INFO SYS ACQ | NEW | TRAINING | 07/10/2006 | 08/10/2006 | <input type="checkbox"/> |

Total number of Events: 2

Review Completed

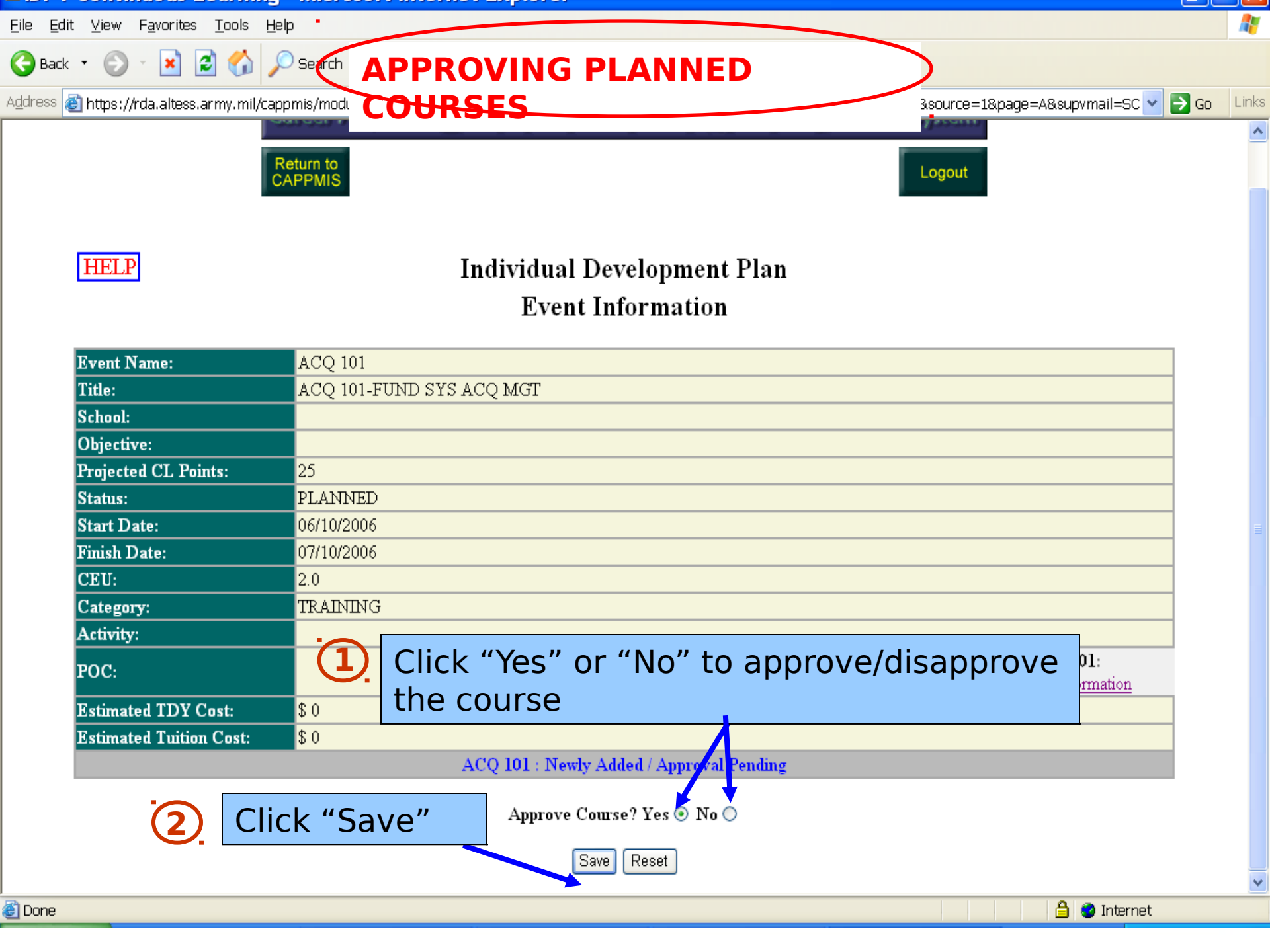
Partial Review Completed

Reset Approvals

You have two options to approve a DAU
course

Click on the course name

Click the check box under "Approve
Event" and then check "Review
Completed"



APPROVING PLANNED COURSES

[HELP](#)

Individual Development Plan Event Information

| | |
|-------------------------|--------------------------|
| Event Name: | ACQ 101 |
| Title: | ACQ 101-FUND SYS ACQ MGT |
| School: | |
| Objective: | |
| Projected CL Points: | 25 |
| Status: | PLANNED |
| Start Date: | 06/10/2006 |
| Finish Date: | 07/10/2006 |
| CEU: | 2.0 |
| Category: | TRAINING |
| Activity: | |
| POC: | |
| Estimated TDY Cost: | \$ 0 |
| Estimated Tuition Cost: | \$ 0 |

ACQ 101 : Newly Added / Approval Pending

①

Click "Yes" or "No" to approve/disapprove the course

②

Click "Save"

Approve Course? Yes ☒ No ☐

Save

Reset

Career Acquisition Personnel & Position Management Information System

Return to
CAPPMIS

Logout

[Read Me First](#)

IDP SUPERVISOR INFORMATION

[FEEDBACK](#)[HELP](#)

| | |
|-----------------------|-----------------------------|
| Name | AA BLANK 4 |
| Title | COMPUTER SPECIALIST |
| Pay Plan / Grade-Rank | GS-12 |
| Series /AOC | 2210 |
| Command | Acquisition Support Command |
| Organization | ASC FORT BELVOIR |
| ... | ... |
| ... | ... |
| ... | ... |

Note the review status
has now been updated
to "Current"

| to Current | | | | Completed Events | CL Cycle Start | CL Cycle End | Prorated CL Points | Total CL Points | SRPE | ACRB |
|------------|---------|------------|------------|------------------|----------------|--------------|--------------------|-----------------|------------------------------|----------------------|
| Name | Events | Submit | Review | Completed Events | CL Cycle Start | CL Cycle End | Prorated CL Points | Total CL Points | SRPE | ACRB |
| AA BLANK 2 | Current | | 04/27/2006 | Current | 10/01/2004 | 09/30/2006 | 0 | 0 | Not Required | View |
| AA BLANK 4 | Current | 05/25/2006 | 05/26/2006 | Review | 10/01/2004 | 09/30/2006 | 0 | 64 | Not Required | View |

Total number of Subordinates: 2

APPROVING “COMPLETED EVENTS”

REVIEWING COMPLETED COURSES

Career Acquisition Personnel & Position Management Information System

Return to
CAPPMIS

Logout

[Read Me First](#)

IDP SUPERVISOR INFORMATION

[FEEDBACK](#)[HELP](#)

| | |
|-----------------------|-----------------------------|
| Name | AA BLANK 4 |
| Title | COMPUTER SPECIALIST |
| Pay Plan / Grade-Rank | GS-12 |
| Series /AOC | 2210 |
| Command | Acquisition Support Command |
| Organization | ASC FORT BELVOIR |
| E-Mail Address | SCOTT.GREENE4@US.ARMY.MIL |

Add Employee

Delete Employee

ees

Review "Completed Events" and award CLPs

| Name | Planned Events | Last IDP Submit | Last IDP Review | Completed Events | CL Cycle Start | CL Cycle End | Prorated CL Points | Total CL Points | SRPE | ACRB |
|----------------------------|-------------------------|-----------------|-----------------|-------------------------|----------------|--------------|--------------------|-----------------|------------------------------|----------------------|
| AA BLANK 2 | Current | | 04/27/2006 | Current | 10/01/2004 | 09/30/2006 | 0 | 0 | Not Required | View |
| AA BLANK 4 | Current | 05/25/2006 | 05/26/2006 | Review | 10/01/2004 | 09/30/2006 | 0 | 64 | Not Required | View |

Total number of Subordinates: 2

**AWARDING
CLPs**Career Acquisition **CAPPMIS** Information SystemReturn to
CAPPMIS

Logout

HELPIndividual Development Plan
Completed Events Information

| Event Name Click Event Name for course details. | Approval Status | CL Category | Event End | CL Points Requested | Post CL Points |
|---|--------------------|----------------|--------------|------------------------|--------------------------|
| Contracting Officer Representative Course | NEW | TRAINING | 04/03/2006 | 145 | <input type="checkbox"/> |

Total number of Events: 1

Post CL Points

Reset

1

Check the box

2

Click "Post CL Points"

AWARDING CLPsAddress <https://rda.altess.army.mil/cappmis/modules/IDP/IDPProd/supv/awardcl.cfm> Go LinksCareer Acquisition **CAPPMIS** Information SystemReturn to
CAPPMIS

Logout

HELPIndividual Development Plan
Award CL Points

NOTE: CL Points will be posted to the appropriate CAPPMIS based on the Completion Date of the training event.

| Event Name | Approval Status | CL Category | Event End | CL Points Requested | CL Points Awarded |
|---|-----------------|-------------|------------|---------------------|--------------------------------------|
| Contracting Officer Representative Course | NEW | TRAINING | 04/03/2006 | 145 | <input type="text" value="45"/> |
| Total number of Events: 1 | | | | | Round up to the nearest whole point. |
| | | | | | CL Policy |

Save CL Points

Reset CL Points

③ After you correct the point value, click "Save"

① Make sure the CL points requested are accurate

② If your employee requested the incorrect amount of CL points, you can change it to the correct amount here

HOW TO CHANGE CL POINTS FOR COURSES ALREADY APPROVED

Career Acquisition Personnel & Position Management Information System

Return to
CAPPMIS

Logout

Read Me First

IDP SUPERVISOR INFORMATION

FEEDBACK

HELP

| | |
|-----------------------|-----------------------------|
| Name | AA BLANK 4 |
| Title | COMPUTER SPECIALIST |
| Pay Plan / Grade-Rank | GS-12 |
| Series /AOC | 2210 |
| Command | Acquisition Support Command |
| Organization | ASC FORT BELVOIR |
| E-Mail Address | SCOTT.GREENE4@US.ARMY.MIL |

Add Employee

Click on the employee's
name

View / Download All Employees

| Name | Planned Events | Last IDP Submit | Last IDP Review | Completed Events | CL Cycle Start | CL Cycle End | Prorated CL Points | Total CL Points | SRPE | ACRB |
|----------------------------|----------------|-----------------|-----------------|------------------|----------------|--------------|--------------------|-----------------|------------------------------|----------------------|
| AA BLANK 2 | Current | | 04/27/2006 | Current | 10/01/2004 | 09/30/2006 | 0 | 0 | Not Required | View |
| AA BLANK 4 | Current | 05/25/2006 | 05/26/2006 | Current | 10/01/2004 | 09/30/2006 | 0 | 64 | Not Required | View |

Total number of Subordinates: 2

HOW TO CHANGE CL POINTS FOR COURSES ALREADY APPROVED

Career Acquisition Personal & Position Management Information System

Return to
CAPP MIS

Logout

HELP

Individual Development Plan Employee Information

| | |
|-----------------------|---------------------|
| Name | AA BLANK 4 |
| Position Title | COMPUTER SPECIALIST |
| Pay Plan / Grade-Rank | GS 12 |
| Series / AOC | 2210 |

| Continuous Learning Cycle Start Date To End Date | Prorated CL Points | Total CL Points |
|---|--|---------------------------------|
| 10/01/2004 to 09/30/2006 | 0 | 64 |
| Supervisor Actions | View / Print IDP | Completed Items |
| Submitted Date: 05/25/2006 | AA BLANK 4 Review Status : Supervisory Review Completed | Reviewed Date: 05/26/2006 |

Click on "Completed Items"

Done

HOW TO CHANGE CL POINTS FOR COURSES ALREADY APPROVED

Career Acquisition **CAPPMIS** Information System

Return to
CAPPMIS

Logout

IDP / Continuous Learning Completed Items

AA BLANK 4

| Course / Degree | Course Title / Major | CL Points | Actual Start Date | Actual End Date | Official End Date | Display on ACRB? | Record Source | Action |
|----------------------------|--|-----------|-------------------|-----------------|-------------------|------------------|---------------|------------------------|
| | Seven Habits of Highly Effective Leaders | 8 | 05/20/2006 | 05/20/2006 | | No | idp/cl | Change |
| | ASC Supervisor Outreach Program | 25 | 06/02/2006 | 06/02/2006 | | No | idp/cl | Change |
| Total Number of Courses: 2 | | | | | | | | |

Done

Click on "Change"

HOW TO CHANGE CL POINTS FOR COURSES ALREADY APPROVED

IDP / Continuous Learning Change CL Summary View

| | |
|--------------------|---|
| Course Title: | ASC Supervisor Outreach Program |
| CL Points: | <input type="text" value="2"/> |
| Actual Start Date: | <input type="text" value="06/02/2006"/> |
| Actual End Date: | <input type="text" value="06/02/2006"/> |
| Tuition Cost: | <input type="text" value="\$ 0"/> |
| TDY Cost: | <input type="text" value="\$ 0"/> |

① If the point value requested is incorrect, type the change here

② Click "Save Changes" when you are done

Save Changes Reset

HOW TO CHANGE CL POINTS FOR COURSES ALREADY APPROVED

Career Acquisition Personal & Professional Management Information System

Return to
CAPPMIS

Logout

IDP / Continuous Learning Completed Items

AA BLANK 4

If you changed the
CL Points, the new
value would be
displayed here

1

| | | CL Points | Actual Start Date | Actual End Date | Official End Date | Display on ACRB? | Record Source | Action |
|--|--|-----------|-------------------|-----------------|-------------------|------------------|---------------|------------------------|
| | Seven Habits of Highly Effective Leaders | 8 | 05/20/2006 | 05/20/2006 | | No | idp/cl | Change |
| | ASC Supervisor Outreach Program | 2 | 06/02/2006 | 06/02/2006 | | No | idp/cl | Change |

Total Number of Courses: 2

Done

2

Then, click on
"Done" when you
are finished

HOW TO CHANGE CL POINTS FOR COURSES ALREADY APPROVED

Career Acquisition **CAPPMIS** Personal & Position Management Information System

[Return to
CAPPMIS](#)[Logout](#)[HELP](#)

Individual Development Plan Employee Information

| | |
|-----------------------|---------------------|
| Name | AA BLANK 4 |
| Position Title | COMPUTER SPECIALIST |
| Pay Plan / Grade-Rank | GS 12 |
| Series / AOC | 2210 |

| Continuous Learning Cycle Start Date To End Date | Prorated CL Points | Total CL Points |
|---|---|---------------------------------|
| 10/01/2004 to 09/30/2006 | 0 | 64 |
| Supervisor Actions | View / Print IDP | Completed Items |
| | | CL History |
| Submitted Date: 05/25/2006 | AA BLANK 4 Review Status : Supervisory Review Completed | Reviewed Date: 05/26/2006 |

Click on "Done" when
you are finished

[Done](#)

APPLYING FOR DAU COURSES

HOW TO APPLY FOR DAU COURSES



HOME

IDP

ACRB

SRPE

AAPDS

Logout

EDIT PROFILE

Profile

Name: AA BLANK 4

Position Title: COMPUTER SPECIALIST

Organization: ASC FORT BELVOIR

Email: SCOTT.GREENE4@US.ARMY.MIL

Date of Birth: 12/30/1977

News

- Click on Edit Profile to change your email address, password, security question, security hint, and security answer.

Please see your Acquisition Career Manager (ACM) for other changes to your profile.

Welcome

This is the CAPPMIS home screen. You may access any of the above applications.

[Blank ACRB](#) [ACRB Instructions](#) [Acquisition Support Center](#) [AITAS](#) [MAP](#)

Click on the AITAS link off of the CAPPMIS homepage to apply for DAU Courses or visit AITAS:

<https://www.atrrs.army.mil/channels/aitas/>

Security/
PrivacySystem
RequirementsDOD Computer
UserText
LinksCAPPMIS
Help

File Edit View Favorites Tools Help

Back Forward Stop Home Search

Address <https://www.atrrs.army.mil/channels/aitas/> Go Links

ATRRS Internet Train Main Menu

Student

Apply for Training

Review Application(s)

Cancel Reservation/Wait

Delete Application

Search for Continuous Learning Modules

Ethics Tng for AT&L Wkforce

Update Profile

Resend Supervisor Email(s)

Course Lookup

Create/Edit Travel Worksheet

Logoff

Help!

FAQ

Travel Worksheet Guidance

How To's

Links

Pre Course Material

Privacy Act Statement

PMT 352 Overview

Contact Information

Contact Your ACM

Data On Demand

HOW TO APPLY FOR DAU COURSES

Click here to Apply for DAU Training.

Click here to Review your applications

Click here to Update your Profile.

Click here for Information on the new sign-in process

Click here to access FAQ!!!!

Changes to the Sign In Process

For Continuous Learning Courses - Click Here

Announcements

27 Apr 2007

[Attention: Military Acquisition Officers](#)

24 Apr 2007

[DAU Funding Change](#)

19 Sep 2006

[FY 07 RENTAL CAR POLICY](#)

18 Sep 2006

[FUNDING FOR STUDENTS NOT SELECTING THE MOST COST EFFECTIVE LOCATION](#)

1 Feb 2005

The ATRRS Internet Training Application for Defense Acquisition University Training. No action will be taken on applications submitted by Non-Army personnel. Army Contractors must apply for Defense Acquisition University Training via the Non-DOD AITAS at <https://www.atrrs.army.mil/channels/nondod>.

This is a (specific) DoD computer system. Its use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed or sent over this system may be monitored. Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may

Privacy And Security Notice!

Internet

HOW TO APPLY FOR DAU COURSES

- Student
 - Apply for Training
 - Review Application(s)
 - Cancel Reservation/Wait
 - Delete Application
 - Search for Continuous Learning Modules
 - Continuous Learning Training
 - Update Profile
 - Resend Supervisor Email(s)
 - Course Lookup
 - Create/Edit Travel Worksheet
 - Logoff

- Help!
 - FAQ
 - Travel Worksheet Guidance
 - How To's
 - Links
 - Pre Course Material
 - Privacy Act Statement
 - PMT 352 Overview

In order to apply for a course, first click on Apply for Training.



Next, you must select your appropriate Category.

Please click on the red cloud above to learn about changes to the log-in process

- Please select a Category
- Please select a Category
 - Civilian Army Acquisition Workforce
 - Military Army Acquisition Workforce
 - Army Reserves Military Acquisition Workforce
 - Army National Guard Military Acquisition Workforce
 - Foreign Local National
 - Non-Acquisition Civilian & Military Workforce (Command Funding Required)
 - Acquisition Workforce Intern
 - Non-Acquisition Workforce Intern (Command Funding Required)

If you have any non-acquisition workforce employees working for you, here is how they sign up for DAU courses

Here is where you select your category- Acq Workforce.

Changes to the Sign In Process

For Continuous Learning Courses -

27 Apr 2007

[Attention: Military Acquisition Officers](#)

24 Apr 2007

[DAU Funding Change](#)

19 Sep 2006

[FY 07 RENTAL CAR POLICY](#)

Sep 2006

[FUNDING FOR STUDENTS NOT SELECTING THE MOST COST EFFECTIVE LOCATION](#)

Feb 2005

Internet

ATRRS Internet Training Application System

Main Menu



6/11/2007

ATRRS Internet Training Application System

Select Training Category

Select Training Category

To apply for training, click in the circle to the left of the Training Category. For the definition of the Training Category, click on the Training Category.

Training Category:

☒

Classroom Courses

☐

Web Courses

☐

Continuous Learning Modules

[Questions? Problems? Suggestions? Please email us now.](#)

First, select whether you are trying to take a classroom, web-based or CL module. For this demo, we selected Classroom.

Course Lookup

Apply for Training

Review Application(s)

Change Profile

Resend Emails

Logoff





6/22/2006

ATRRS Internet Training Application System

Select an FY and Course from the lists below. If you have an approved IDP, only courses listed in your IDP will be displayed.

Find A Course

Perform the steps below to find a course.

Step One

The first step is to select a fiscal year by first clicking on the down-arrow and then clicking on one of the listed years.

FY: 2007

Step Two

Training Category: DAU Classroom/Web Con

Step Three

In order to select a course, first click on the down-arrow. You can then click on the scroll-bar to find the appropriate course.

Course: ACQ 201B - INTERMEDIATE SYSTEMS ACQUISITION

Step Four: ACQ 201A - INTERMEDIATE SYSTEMS ACQUISITION
ACQ 201B - INTERMEDIATE SYSTEMS ACQUISITION

The last step is to select a course from the list below.
IRM 101 - BASIC INFORMATION SYSTEMS ACQUISITION
LOG 102 - SYSTEMS SUSTAINMENT MANAGEMENT FUNDAMENTALS
PMT 250 - PROGRAM MANAGEMENT TOOLS

Search

[Questions? Problems?](#)

THIS WEB SITE

HOW TO APPLY FOR DAU COURSES

First, select the correct FY for your training

Next, select the course. (For this demo, we have selected ACQ 201B)

HOW TO APPLY FOR DAU COURSES

6/22/2006



Note the FY, Course, and Course Title

criptions.

CC - View Course Catalog

| FY | Course | Course Title |
|------|----------|----------------------------------|
| 2007 | ACQ 2018 | INTERMEDIATE SYSTEMS ACQUISITION |

| | Location | State | School | Classes | Available | Waits |
|---|---|-------|---------------------------------------|---------|-----------|-------|
| | ABERDEEN PROVING (501) | MD | DAU CAPITAL & NORTHEAST REGION CAMPUS | 3 | 48 | 5 |
| | ANNAPOLIS JUNCTIO (501) | MD | DAU CAPITAL & NORTHEAST REGION CAMPUS | 4 | 6 | 0 |
| | ATLANTA (506) | GA | DAU SOUTH REGION CAMPUS | 1 | 2 | 0 |
| | BROOKS AFB (506) | TX | DAU SOUTH REGION CAMPUS | 2 | 4 | 0 |
| | CALIFORNIA (507) | MD | DAU Mid-Atlantic Region Campus | 7 | 188 | 0 |
| | CAMP PENDLETON (505) | CA | DAU WEST REGION CAMPUS | 1 | 2 | 0 |
| | CHARLESTON (507) | SC | DAU Mid-Atlantic Region Campus | 2 | 5 | 0 |
| | CHINA LAKE (505) | CA | DAU WEST REGION CAMPUS | 4 | 10 | 0 |
| | COLUMBUS (504) | OH | DAU MIDWEST REGION CAMPUS | 2 | 2 | 0 |
| | CRANE (504) | IN | DAU MIDWEST REGION CAMPUS | 2 | 6 | 0 |
| | DAEGU (505) | AP | DAU WEST REGION CAMPUS | 1 | 12 | 0 |
| | DAHLGREN (507) | VA | DAU Mid-Atlantic Region Campus | 11 | 28 | 0 |
| | DALLAS (506) | | | 1 | 3 | 0 |
| | EDWARDS AFB (505) | | | 4 | 12 | 0 |
| | EGLIN AFB (506A) | | | 8 | 275 | 0 |
| | EL SEGUNDO (505B) | | | 7 | 195 | 0 |
| | FRIEDRICHSFELD (507) | | | 3 | 90 | 0 |
| C | FT BELVOIR (501) | | | 16 | 433 | 2 |
| | FT HUACHUCA (505) | | | 2 | 49 | 0 |
| | FT LEE (507A) | | | 5 | 165 | 0 |
| | FT MONMOUTH (501B) | | | 13 | 264 | 4 |
| | GLINTER ANNEX (506) | | | 1 | 3 | 0 |
| | HANSCOM AFB (501D) | | | 5 | 161 | 0 |
| | HILL AFB (505) | UT | DAU WEST REGION CAMPUS | 1 | 1 | 0 |
| | HUNTSVILLE (506) | AL | DAU SOUTH REGION CAMPUS | 21 | 698 | 0 |
| C | INDIAN HEAD (501) | MD | DAU CAPITAL & NORTHEAST REGION CAMPUS | 2 | 2 | 0 |

Apply for the most cost effective location. Note the [C]. Here the most cost effective location is Fort Belvoir.

HOW TO APPLY FOR DAU COURSES



6/22/2006

ATRRS Internet Training Application System

Click on the **CLASS NUMBER** to select the class you wish to attend. Select only one. This selection will be added to your registration request. You will then be required to create or update your student profile before submitting the request for approval.

The Reservation Cut-Off Date, reflected below, is the last date that applications can be submitted and/or approved for that class. The start date is the date on which the class starts. The exception is rolling admission web course classes, which have their class dates spread across the entire fiscal year. The web course start date will be provided in email instructions you receive upon approval of your training request.

| FY | Location | Course | Course Title |
|------|------------------|----------|----------------------------------|
| 2007 | FT BELVOIR (501) | ACQ 201B | INTERMEDIATE SYSTEMS ACQUISITION |

| Class | Class Type | Reserv Cut-Off | Start | End | Avail | Waits |
|---------------------|------------|----------------|------------|------------|-------|-------|
| 001 | Classroom | 10/16/2006 | 10/16/2006 | 10/20/2006 | 0 | 2 |
| 011 | Classroom | 10/30/2006 | 10/30/2006 | 11/3/2006 | 13 | 0 |
| 019 | Classroom | 11/27/2006 | 11/27/2006 | 12/1/2006 | 1 | 0 |
| 036 | Classroom | | | 1/26/2007 | 28 | 0 |
| 043 | Classroom | | | 2/16/2007 | 32 | 0 |
| 052 | Classroom | | | 3/9/2007 | 32 | 0 |
| 063 | Classroom | | | 3/30/2007 | 32 | 0 |
| 075 | Classroom | | | 4/27/2007 | 32 | 0 |
| 077 | Classroom | | | 5/4/2007 | 32 | 0 |
| 089 | Classroom | | | 6/8/2007 | 33 | 0 |
| 101 | Classroom | | | 6/29/2007 | 33 | 0 |
| 106 | Classroom | | | 7/13/2007 | 32 | 0 |
| 115 | Classroom | | | 8/3/2007 | 33 | 0 |
| 125 | Classroom | | | 8/17/2007 | 34 | 0 |
| 126 | Classroom | | | 8/24/2007 | 33 | 0 |
| 141 | Classroom | | | 9/28/2007 | 33 | 0 |

Select the Class you want. Make sure to note the available slots and/or the number of people on the wait list. Red does not have any spaces. Black has available slots.

[Questions? Problems? Suggestions? Please email us now.](#)

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5/26/2006

ATRRS Internet Training Application System

Please fill out the application below. Be sure to be as accurate as possible, misinformation may prevent your application from being processed.

Please review your profile below and update if necessary.

When complete, please submit by clicking the "Submit Application" button that appears on the right, or at the bottom of this page. 

Submit Application

Verify/Enter Student Information

Course Info:


FY: 2006 **School:** 506 **Course:** ACQ 201B **Phase:** **Class:** 055
Course Title: INTERMEDIATE SYSTEMS ACQUISITION
School Name: DAU SOUTH REGION CAMPUS
Class Location: HUNTSVILLE, AL
Report Date: 8/21/2006 **Start Date:** 8/21/2006 **End Date:** 8/25/2006
Delivery Method: Resident **Remarks:** None

Application Info:

Alternate date range you are available to begin training:

From: 26 May 2006 To: 30 Sep 2006

Student Info: (Note: Do not enter your Home of Record; please enter your current address)

Last Name: **First Name:** **MI:** **Gender:** Male
Street: **City:** SPRINGFIELD **State:** VA **ZIP:** 22152 -
Home Country: UNITED STATES
Security Clearance: SECRET
Disabilities: No **Special Requirements:** Please select a Special Requirement if Disabled
Pay Plan: NH - BUSINESS & TECHNICAL MGMT PROF(DOD ACQ-DOD/ARM/NAVY/AF) **Pay Grade:** 3
Note: After selecting a Pay Plan and Pay Grade, fill in the fields below marked with a 
Civilian Job Series: 0301 **Enlisted MOS with Skill Level / Warrant MOS** **Intern:** No
Officer Branch:
Functional Area: AA - PROGRAM MANAGEMENT
Career Program Code: 31 - EDUCATION SERVICES

After you have verified/updated your Student Information, click Submit Application

NOTE: Make sure that you enter your Supervisor's email address correctly



5/26/2006

ATRRS Internet Training Application System

Training application confirmation.

HOW TO APPLY FOR DAU COURSES

Note the
confirmation after
you have applied

GREENE SCOTT M has applied for the class listed below:

Application Date: 5/26/2006

FY: 2006 **School:** 506 **Course:** ACQ 201B **Phase:** **Class:** 055

Course Title: INTERMEDIATE SYSTEMS ACQUISITION

School Name: DAU SOUTH REGION CAMPUS

Class Location: HUNTSVILLE, AL

Report Date: 8/21/2006 **Start Date:** 8/21/2006 **End Date:** 8/25/2006

Delivery Method: Resident **Remarks:** None

[Questions? Problems? Suggestions? Please email us now.](#)

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HOW TO VIEW DAU COURSE STATUS

Student

- Apply for Training
- Review Application(s)
- Cancel Reservation/Wait
- Delete Application
- Search for Continuous Learning Modules
- Ethics Tng for AT&L Wkforce
- Update Profile
- Resend Supervisor Email(s)
- Course Lookup
- Create/Edit Travel Worksheet
- Logoff

Help!

- FAQ
- Travel Worksheet Guidance
- How To's
- Links
- Pre Course Material
- Privacy Act Statement
- PMT 352 Overview
- Contact Information
- Contact Your ACM

Data On Demand

Click on Review Application(s) to review the DAU courses you have already applied for



The ATRRS Internet Training Application System (AITAS) is to be used by Army personnel (Civilian and Military) to submit training applications for Defense Acquisition University Training. No action will be taken on applications submitted by Non-Army personnel. Army Contractors must apply for Defense Acquisition University Training via the Non-DOD AITAS at <https://www.atrrs.army.mil/channels/nondod>.

Warning & Usage Statement

This is a Department of Defense Computer System. This computer system, including all related equipment, networks, and network devices (specifically including Internet access) are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed or sent over this system may be monitored.

Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may

Privacy And Security Notice!

Changes to the
Sign In Process

For Continuous
Learning Courses -
Click Here

Announcements

27 Apr 2007

[Attention: Military Acquisition Officers](#)

24 Apr 2007

[DAU Funding Change](#)

19 Sep 2006

[FY 07 RENTAL CAR POLICY](#)

18 Sep 2006

[FUNDING FOR STUDENTS
NOT SELECTING THE MOST
COST EFFECTIVE LOCATION](#)

1 Feb 2005

HOW TO VIEW DAU COURSE STATUS



5/26/2006

ATRRS Internet Training Application System

Click on the class number to review/edit your application. You may cancel an application at any time by clicking the 'C' button next to the application. If you click on the "C", applications which are in the "Pending Applications" list will be automatically cancelled. ALTESS is the final approval application. You will only be able to re-submit an application after the supervisor's AND approval authority's approval before the class can be re-submitted. If you have a No Show status in a class, you may request an excusal from the No Show penalty by clicking on the 'N'. If there is a

Click on the priority number to view

Your request is now pending your Supervisor's approval and then the DAU Course manager

| Pending Applications | | | | | | | | | | |
|----------------------|------|-----|----------|---------------------|---------------------|--------------------|------------------|---------------|-------------|------------|
| | FY | Sch | Crs | Cls | Supervisor Approval | Approval Authority | Application Date | Approval Date | Report Date | Start Date |
| C | 2006 | 506 | ACQ 201B | 055 | Pending | Pending | 5/26/2006 | | 8/21/2006 | 8/21/2006 |

There are no Previous applications at this time

Note: Applications will not be displayed for previous FY's.

[Questions? Problems? Suggestions? Please email us now.](#)

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PRIORITY LEVELS FOR DAU TRAINING

- **PRIORITY 1:** Required for Position of Record
- **PRIORITY 2:** Next Level Training in Primary Career Field
- **PRIORITY 3:** Cross-Functional Training
- **PRIORITY 4:** Previously Taken or Certified
- **PRIORITY 5:** Non-Acquisition Workforce

www.rdaisa.army.mil/rdaisa/atrrs/dau/info.htm#priority

CERTIFICATION PROCESSES

REQUEST FOR CERTIFICATION

1

Update ACRB. Non-Acquisition employees must contact an ACM to enter their SSN into CAPPMS

2

Print out a copy of updated ACRB; write the requested certification level in Section X; sign and date the bottom

3

Scan a copy of signed ACRB

4

Attach a copy of resume and transcripts (if required)

5

E-mail documents to asc.ncr.region@asc.belvoir.army.mil or fax (703) 805-1530

NOTE: A separate package must be prepared for each request for certification

CERTIFICATION PROCESS

1

Employee e-mails or faxes request for certification package to ACM

2

ACM reviews for completeness and eligibility and forwards to Certification Official (CO)

3

CO approves/disapproves, signs ACRB and returns to ACM

4

ACM updates ACRB; e-mails workforce member of status of request and instructions on how to print out individual certificate from the CAPP MIS database

NOTE: System-generated certificate is the employee's official document of

FY07 CON LEVEL II CERTIFICATION MATRIX

DAU will not offer current Level II curriculum once new curriculum is implemented

Employees encouraged to complete Level II certification this FY

If employees cannot complete Level II certification this FY, then they follow the Level II Conversion Matrix

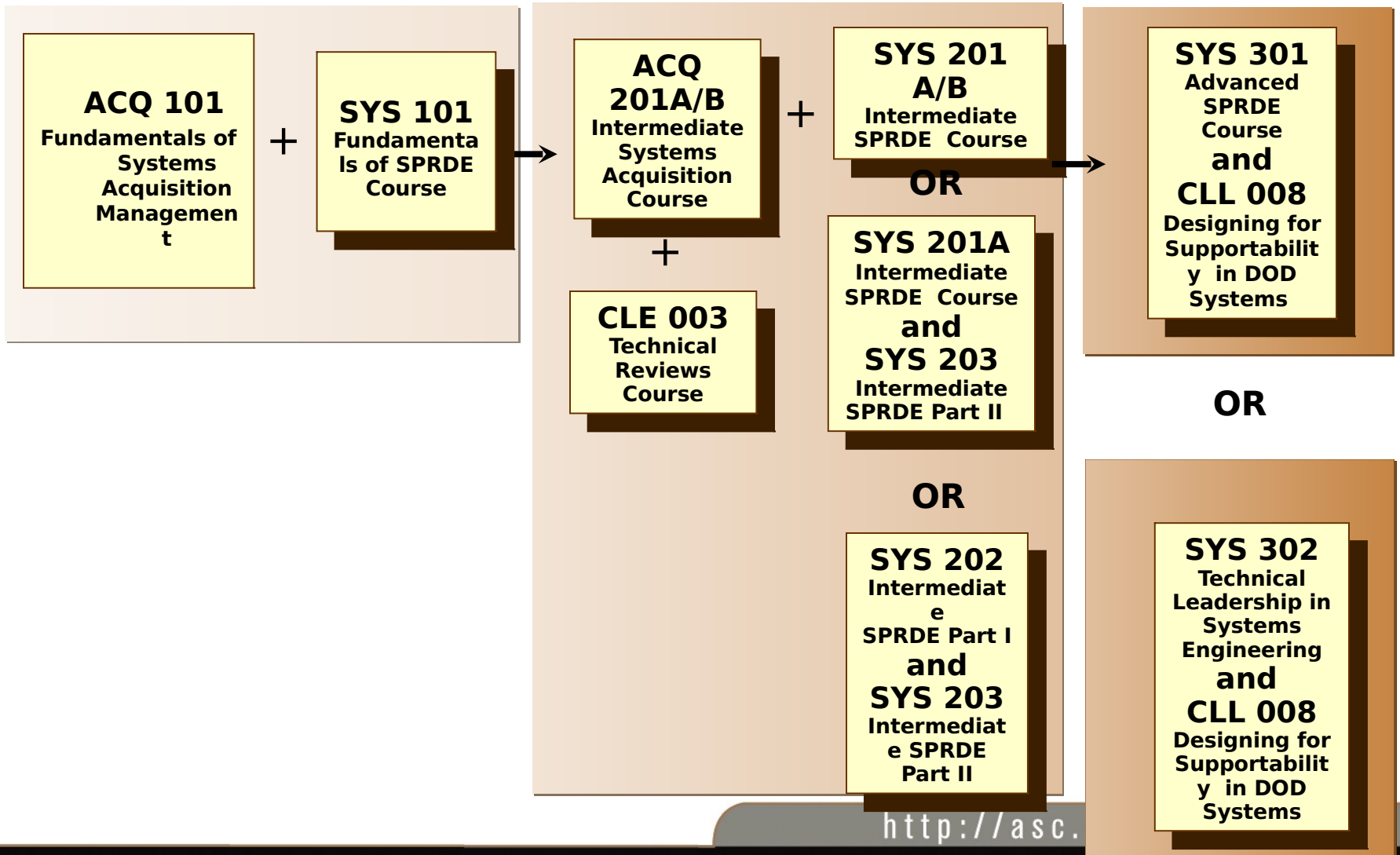
Course Predecessors

| NEW COURSE | PREDECESSOR |
|-------------------|-------------|
| CON 214 & CON 215 | CON 202 |
| CON 216 | CON 210 |
| CON 217 | CON 204 |

Level II Conversion Matrix

| If completed | Required to take | Recommended to take |
|--------------|---------------------|---------------------|
| 202 | 216, 217 & 218 | 214 |
| 204 | 214, 215, 216 & 218 | 217 |
| 210 | 214, 215, 217 & 218 | |
| 202 & 204 | 216 & 218 | 214 & 217 |
| 202 & 210 | 217 & 218 | 214 |
| 204 & 210 | 214, 215, & 218 | 217 |

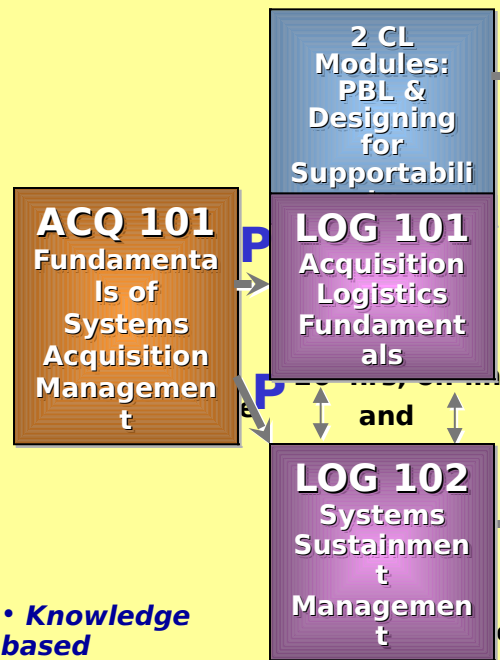
Level I Certification **Level II Certification** **Level III Certification**



FY 08 Life Cycle Logistics Certification

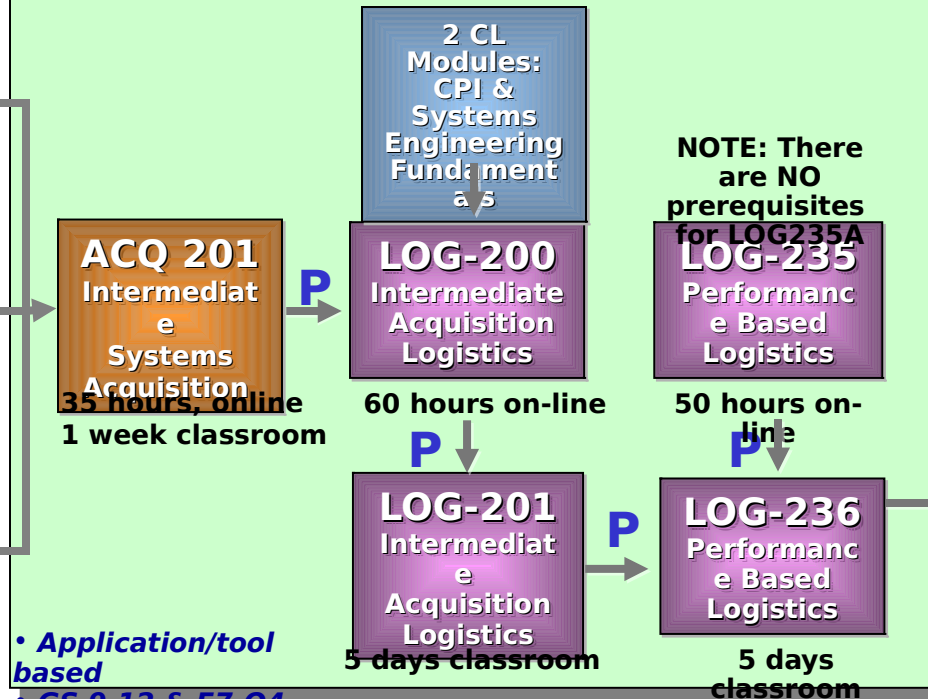
P = Prerequisite

Level I Certification*



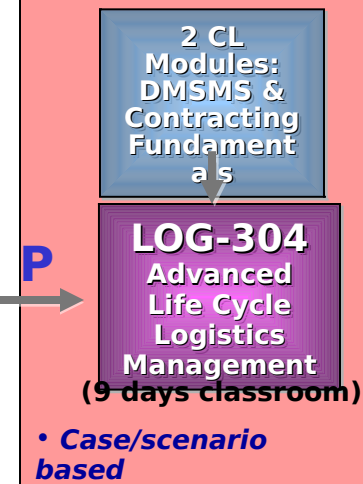
On-line

Level II Certification*



Hybrid

Level III Certification*



Classroom

Assignment Specific and Other Recommended Training

- LOG 203 Reliability & Maintainability
- LOG 204 Configuration Management
- LOG 210 Supportability Manager Tools
- Program Management
- Systems Engineering

Additional Education

- Academia - Certificate/Degree
- System Design & Operational Effectiveness (SDO)
- Supply Chain Management (SCM)

* Includes Additional Discretionary Job Competency Continuous Learning Modules Under Core+. See DAU Catalog for Details

AAC MEMBERHSIP PROCESSES

REQUEST AAC MEMBERSHIP/PROCESS

1

Employee e-mails or faxes request for Corps Membership to ACM and includes:

Army Acquisition Corps Application

Updated, signed ACRB

Resume

Transcripts

Signed Tenure Agreement (if applicable)

2

ACM reviews for completeness and determines eligibility

3

DDACM approves and signs DD2587 and Welcome Letter

4

ACM updates ACRB; scans documents for e-file; e-mails copy of DD2587 and Welcome Letter to AAC Member along with instructions on how to print out official certificate.

CAREER FIELD TRAINING

ARMY CIVILIAN TRAINING, EDUCATION AND DEVELOPMENT SYSTEM (ACTEDS) COMPETITIVE PROFESSIONAL DEVELOPMENT (SPD) PROGRAM

Primary tool used to educate and train the Career Program 14 workforce

Must be Level II certified and in the grade of GS-11/equivalent Broadband and above

CPD Program Elements:

University Training - full or part-time - at accredited colleges/universities within commuting area or via distance learning

Short-Term Training - targeted functional/technical training or management/executive/leadership programs/courses

Developmental Assignments - length of time may vary - assignment normally in a HQs staff position

Tuition, travel and per diem centrally funded, based on availability of CPD funding

Competitive selection process - add program/course to IDP and apply in AAPDS

For further information, please contact Ms. Christine Rimestad at christine.rimestad@us.army.mil or Ms. Allie DeLegge at allie.delegge@us.army.mil or visit the following websites:

ASC, CP-14 - <http://asc.army.mil/programs/cp/opportunities.cfm>

ACTEDS Catalog - <http://cpol.army.mil/library/train/catalog/>